

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 6, 2016

To: Principals and Vice Principals

Subject: 2016-17 SCHOOL CHOICE STUDENT ENROLLMENT (PROGRAM IMPROVEMENT SCHOOL CHOICE [PISC]¹, MAGNET, VOLUNTARY ENROLLMENT EXCHANGE PROGRAM [VEEP], AND OPEN ENROLLMENT PLACEMENT LISTS)

Department and/or Persons Concerned: Principals, Vice Principals, and Enrollment Personnel

Due Date: May 16, 2016 (for First Choice lists)

Reference: District Procedure Nos. 6127, 6135, 4262, and Board of Education reports: *Implementation Plan of Public School Choice under the No Child Left Behind Act, December 9, 2003* and *Update on Implementation Plan of Public School Choice under the No Child Left Behind Act, March 23, 2004, Every Student Succeeds Act, December 10, 2015*

Action Requested: Review, notify parent(s) of enrollment dates, enroll students as required by district process, complete dispositions for the 2016-17 school year, and submit transportation forms.

Brief Explanation:

Please read carefully and share with responsible staff, as there have been some procedural changes (**bolded**), including **firm deadlines** that will support more stabilized enrollment, staffing, transportation, and budget.

This circular outlines the procedures for enrolling students who have applied to attend a school other than their neighborhood school through the annual enrollment options application process. California *Education Code* Section 35160.5(b) “permits parents to indicate a preference for the school which their child will attend, irrespective of the child’s place of residence within the district, and requires the district to honor this parental preference if the school has sufficient capacity without displacing other currently enrolled students.”

District Administrative Procedure 6127 states that schools “enroll student(s) (by grade level and in order) from lists up to determined capacity.”

¹ Program Improvement School Choice (PISC) will end July 2016 and be replaced by the Every Student Succeeds Act (ESSA). However, applications processed under PISC and related transportation services will be honored during the 2016-17 school year.

The priority enrollment period for 2016-17 School Choice (PISC, Magnet, VEEP, and Open Enrollment) applications closed on February 15, 2016. The Neighborhood Schools and Enrollment Options (NSEO) office continues to accept applications from students “new” to the district (not yet enrolled) and from students whose families have a change of residence after February 15, 2016. Instructional Facilities Planning has determined the nonresident target by grade level at each school and shared the information with the school principal. NSEO uses this target to offer nonresident enrollment at sites. Transportation receives transportation forms and develops routes for the new school year.

ACCESSING ENROLLMENT OPTIONS REPORTS

First choice enrollment Ranked Listing reports will be available to all schools on April 15, 2016. School site staff can log in to the Enrollment Options Reports via SDCS Applications on a district computer.

Directions:

- Click on the Start icon
- Select All Programs
- Select SDCS Applications
- Select Enrollment Options and open with a district User ID and the Client/Server Information System (SIS) password
- Environment window will state “Production.” Click on “OK”
- Select “Change Location” tab, and enter your 3 digit site location number
- Select “Ranked Listing,” and click “Retrieve”
- Click “Print” to print up your list of Choice pupils

Print up the RANKED LISTING of accepted students to view grade levels, pupil names, contact information, and application type (C for Choice, V for VEEP, M for Magnet, P for Program Improvement) and review the targets for nonresident students.

Please note that NSEO mails letters via US mail *only to the first round* of students who are offered enrollment. Copies of the letters will be made available at www.sandiegounified.org/enrollmentoptions (click on “For Schools: Related Resources” and log in).

CONTACTING FAMILIES

Parents/guardians of students who are offered enrollment at their first choice school will receive a letter from NSEO confirming the offer of enrollment the week of April 25 for both traditional and year-round schools (see timeline below). **Parents are instructed in the letter to contact the school to confirm enrollment prior to the May 15 deadline.** While parents are given a deadline to contact the school to confirm enrollment, sites must contact by phone and welcome parents on their enrollment list, confirm acceptance, process transportation applications if applicable, and advise on how to complete the enrollment process at the school.

DISPOSITIONS

Dispositions of applicants are to be recorded online in the drop down table by staff as they receive confirmation from parents of acceptance or denial of the offer of enrollment.

Directions:

- Click on the Start icon
- Select All Programs
- Select SDCS Applications
- Select Enrollment Options and open with a district User ID and the Client/Server Information System (SIS) password
- Environment window will state “Production.” Click on “OK”
- Select “Change Location” tab, and enter your 3 digit site location number
- Select “Update Dispositions,” and click on “Retrieve”
- Next to each student’s name you will find a “Disposition” drop down table. Click on the arrow and select the appropriate disposition for the student:
 - **Enrolled**
 - **No show**
 - **Out of pattern (Program Improvement [PI] only)**
 - **Parent declined**
 - **Unable to reach (A minimum of 3 contacts must be attempted and documented on the hard copy.)**

It is imperative that staff complete the dispositions as contacts are made, and **by the May 15 deadline**. The disposition system automatically time/dates the disposition, and the data populates in the Ranked Listing as well.

Should a parent *decline* an enrollment offer, remind the parent that this is the *only* offer of enrollment and that the alternate option will be for the student to continue at his/her current school or neighborhood school.

Once all dispositions of first choice applicants are completed, a copy of the disposition report must be scanned to NSEO at eoptions@sandi.net. Dispositions of “Unable to Reach” must be documented by hand on the copy by time, date, and method of contact attempted with a minimum of three (3) attempts and two (2) methods (ex: phone and email).

TRANSPORTATION

Transportation is limited to students entitled to bussing through VEEP, Dedicated Magnet, PI, or Special Education status. The prior practice of “space available” transportation will no longer be offered. Transportation applications must be included in the enrollment process for those newly identified pupils who qualify. Transportation applications are available at:

[https://www.sandiegounified.org/sites/default/files_link/district/files/dept/transportation /Basic Application.pdf](https://www.sandiegounified.org/sites/default/files_link/district/files/dept/transportation/Basic_Application.pdf). Applications must be *completed by staff*, signed by the parent, and submitted to the Transportation Department by June 22, 2016 (last day of traditional year

pupil attendance). This will facilitate the timely development of bus routes and ensure that transportation is streamlined for the first day of school. Please double check that all siblings have their transportation status aligned.

High school registration “courtesy buses” for VEEP and PI pupils that are dispatched in late summer will *only board students who are enrolled*, have applied for transportation, and in possession of their school-issued registration packet. Please communicate this clearly to your families.

PROCESS FOR REQUESTING ADDITIONAL STUDENT NAMES FROM WAIT LIST

Should Choice vacancies occur due to declines following the submission of dispositions of all names on the first choice list **to NSEO**, school sites may request additional names. Please email sknowles@sandi.net or mmarques@sandi.net to make this request. The request for additional names must include the number of non-resident students by grade level. NSEO will release the additional names *if available* and advise sites accordingly. **Wait list candidates must be contacted in order from the list. Sites may not bypass names on the list.**

After the first choice school enrollments have been confirmed, the second choice school selections will be offered enrollment. The same process for notification and enrollment should be repeated. Again, please note that letters are only sent to students initially selected for their first choice school. School sites must contact parents for all other rounds of choice enrollment.

ENROLLMENT

Sites should invite families to enroll with appropriate paperwork (verification of birth, residency, and immunizations). PDFs of the 2016-17 Enrollment Form are currently available online at <https://www.sandiegounified.org/enrollment-forms>.

Online enrollment for 2016-17 will be accessible beginning May 2, 2016 for all new to district and incoming TK/K pupils without pupil ID numbers at <https://secure.infosnap.com/family/login.aspx?ReturnUrl=%2ffamily%2fdirectaction.aspx>.

ENROLLMENT PROCESS TIMELINE

April 15 to May 16, 2016 First choice student names will be released to schools on April 15, 2016. Enrollment staff should log in to the Enrollment Options Reports to print list of students. Site staff must contact and send information to the parents on their enrollment list to confirm acceptance and to advise parents of how to complete the enrollment process at the school. Dispositions of applicants must be recorded online as they are confirmed. For assistance accessing the online enrollment list, please call NSEO staff at (619)725-5672, or (619)725-5654, or email sknowles@sandi.net or mmarques@sandi.net.

Parents who received the initial acceptance letter from NSEO are also advised to contact the school by May 16.

Transportation applications must be provided for pupils enrolled via VEEP, PI, and Magnet.

- April 25-May 16, 2016 Schools may request additional student names (first choice) if families who received the first choice letter decline and vacancies are created.
- See above “Process for Requesting Additional Student Names from Wait List.” No letters are sent to parents from NSEO for the additional names.
- May 16, 2016 **This is the last day for schools to request additional student names from the first choice wait list.** If schools do not offer enrollment to all students who requested the school as first choice, no additional student names will be provided.
- A copy of your site’s disposition list must be submitted to our office to verify all attempted contacts and dispositions.**
- May 17, 2016 Release of student names that did not receive their first choice school will be provided their second choice school selection for schools that still have space available based on the targets. *No letters are sent to parents from NSEO.* Schools must contact parents in order of placement on the wait list. Schools may request supplemental lists (second Priority) if the first choice list was exhausted. See above “Process for Requesting Additional Student Names from Wait List.”
- May 23, 2016 Release of student names that did not receive their second choice school will be provided their third choice school selection to schools that still have space available based on the targets. *No letters are sent to parents from NSEO.* Schools must contact parents by June 21 to verify enrollment.
- June 15, 2016 This is the last day to request additional names from wait lists.**
- June 21, 2016 This is the last day to contact and pre enroll choice (first, second, third, and wait listed) pupils.**
- June 22, 2016 Completed transportation forms for VEEP, PI, and Magnet pupils must be submitted to the Transportation Department.**
- June 15 – August 26, 2016 Schools that still have space available based on the targets will be provided the names of late applicants “**NEW to district**” (**not enrolled**) and students whose families have a change of residence.

August 26, 2016

All enrollment of non-resident pupils new to district via School Choice ends.

GUIDELINES FOR PARENT NOTIFICATION AND STUDENT ENROLLMENT

- School procedures for enrollment must not create barriers to the School Choice enrollment process.
- Requirements for parents (such as attendance at mandatory meetings) are not allowed.
- **Wait list candidates must be contacted in order of placement on the list, and not bypassed to offer enrollment to lower ranking waitlist candidates.**
- Enrollment notification and registration information must be provided by telephone or email in English and Spanish or other languages as required. Parents must be advised of requisite documents needed to complete the enrollment process.
- Staff must be very specific in communications with parents as to the dates by which they must enroll at the site—allowing a reasonable amount of time within the timeline provided in this circular.
- **Staff must keep a record of all contact dates on the RANKED LISTING found in the site's Enrollment Options SDCS Applications (please print a hard copy) and concurrently complete online dispositions.** Completed dispositions provide the central office with important information that may allow additional student placements at the school.
- **Staff must verify student addresses when enrolling students.** Occasionally families change residence in the time period between submitting a Choice application (November 1 through February 15) and enrollment (April 15 to June 22). While students who move are still eligible to enroll, their enrollment status may change. For example, a family may apply under VEEP and may lose VEEP status and need to be enrolled as Choice. Remind parents to bring a "Proof of Residence" at time of enrollment. Proof of residency can include items such as a utility bill, rental agreement, mortgage document, military housing orders, or a "Declaration of Residency" (available online at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>).
- All School Choice ends on August 26, 2016, the Friday before the new school year begins.
- **Enrollment may not be offered to pupils already enrolled in their resident school whose families wish to change schools outside of the choice process. They must be directed back to their neighborhood school.**
- **Non-resident preschoolers who attended a site preschool may only be enrolled if a choice application was submitted and the pupil was selected. If there was no choice application and acceptance, these pupils must be directed to their neighborhood school.**
- **Families who moved during the 2015-16 school year or over the summer and did not apply for choice, and/or were not accepted in the choice process must be directed to their neighborhood school.**
- New students to the district may apply when they arrive and may be offered enrollment at any school site, on a space available basis. **Offers of enrollment cannot impact allocations.**

- **Offers of enrollment *should not be made* to students who applied but were not selected to your site. Please ask any new families who request choice enrollment if they already applied to your site. If so, in order to provide equitable enrollment practices they must be directed to their neighborhood school. Enrollment Options will be monitoring new family enrollment to ensure that the choice enrollment process is not being circumvented.**

Transfer Process

- During the first four weeks of school, neighborhood students may return to their school of residence without completing a Transfer Request to Return to Neighborhood School. The transfer form is required after the first four weeks. The form is available on the NSEO website at <https://www.sandi.net/staff/neighborhood-schools-and-enrollment-options/related-resources>.
- Resident students who move after school begins may remain at the school with principal approval as long as there is space available. They must apply for choice to be considered for enrollment the next school year. This policy prevents the possibility of families temporarily locating within the boundaries of a preferred school to secure enrollment, and then moving out.

Questions concerning this circular should be directed to Marceline Marques at (619) 725-7153 or email mmarques@sandi.net.

Marceline Marques
Director
Neighborhood Schools &
Enrollment Options Office

APPROVED:



Midori Wong
Director, Office of Special Projects

Attachments (5)

- Transportation Application
- Declaration of Residency
- Transfer Request to Return to Neighborhood School
- Enrollment Process Timeline Flowchart
- Enrollment Options Application Instructions for Accessing Ranked Listing and Dispositions

Distribution: Lists B, D, E, and F

TRANSPORTATION APPLICATION*(To be completed by school staff, only)***SAN DIEGO UNIFIED SCHOOL DISTRICT**

Transportation Services Department

4710 Cardin Street, San Diego, CA. 92111

Phone: (858) 496-8460

Fax: (858) 496-8700

SCHOOL: _____

LOCATION #: _____

SCHOOL YEAR: _____

Select one: **CURRENT YEAR** **EXTENDED YEAR:** **Intersession** **SUMMER I** **SUMMER II**

Select one: VEEP MAGNET CAPACITY NCLB/PISC CHARTER ALTERNATIVE
 PREGNANT MINORS/TEEN MOTHERS IN TRANSITION ALBA

-->PARENT SIGNATURE ACKNOWLEDGES TRANSPORTATION SERVICES MAY BE SUBJECT TO AN ANNUAL FEE<--

(Student Last Name) *(First Name)* *(MI)* *(Grade)* *(Birth Date)* *(Student ID#)*

(Home Address) *(Apt#)* *City/Zip Code)* *(Home Phone)*

(Parent/Guardian Signature) *(Cell Phone)* *(Work Phone)* *(Emergency Phone)*

Additional Transportation Information:

If child needs to receive bus service on a continuing daily basis other than at the above address, please provide the information below:

AM _____ PM _____ EO _____
(Street Address) *(Days)* *(Street Address)* *(Days)* *(Street Address)*

Route and stop student will use:

AM _____ PM _____ EO _____

Special Requirements (e.g. wheelchair, car seat): _____

Submitted by: _____ Date: _____

San Diego Unified School District Declaration of Residency

I, _____, declare that I reside at
(Print Name)

_____, _____, CA _____
Street City Zip Code

I declare that my Child(ren) live(s) at the address above.

(List all children – Print first and last names)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated _____ **SIGNED** _____

Warning: Do not sign this form if any of the statements above are incorrect, or you will be committing a crime punishable under the laws of the State of California that the foregoing is true and correct.

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I, _____, declare that I reside at
(Print Name)

_____, _____, CA _____
Street City Zip Code

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Transfer Request to Return to Neighborhood School

PART A (to be completed by parent):

Pupil's Name _____ Birth Date ____/____/____ Grade: _____
Last First Middle mm/dd/yy

Current School of Attendance _____ Resident/Neighborhood School _____

Parent/Guardian Name _____

Home Address _____

City/State/Zip _____

Phone _____

Phone _____

<p>Check reason for request:</p> <p>____ Moved out of transportation pattern/loss of transportation</p> <p>____ Personal/Social/Academic Adjustment (specify below)</p> <p>____ Other (specify below)</p>
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Specify reason for request:

I request the above named student be transferred from his/her current school of attendance (choice school) to attend the **resident/neighborhood school** for the reason(s) stated. After the first four weeks of school the request can only be approved if there is space available at the neighborhood school. I understand that the student must remain in the current school of attendance until the end of the school year or until the transfer request has been approved by the neighborhood school. The student is subject to all enrollment criteria and must reapply to return to a School Choice program school.

Parent/Guardian Signature _____ Date _____

FOR SCHOOL AND DISTRICT USE ONLY

Part B (to be completed by resident/neighborhood school site):

____ School site administrators have met with parent/guardian to discuss the reason for request.

Part C (Authorized Signature): Resident/Neighborhood school must sign approval or disapproval of transfer after the first four weeks of school and distribute copies as indicated below. Enrollment in the resident/neighborhood is subject to space availability.

As the authorized administrator for the **resident/neighborhood school**, I recommend the following action (check one):

- Approval
- Disapproval (lack of capacity at school)

Authorized Signature Title Neighborhood School Date

Pupil's Last Name

First Name

Middle

SAN DIEGO UNIFIED SCHOOL DISTRICT

Transfer Request to Return to Neighborhood School (Parent Initiated)

1. **The Transfer Request to Return to Neighborhood School form is a parent initiated form** and must be requested by the parent/guardian. Part A of the form must be completed by the student's parent/guardian and provided to the neighborhood school after the first four weeks of the school year. Students who apply to attend and are enrolled in a School Choice program must submit a *Transfer Request to Return to Neighborhood School* form to transfer from the program after the first four weeks of school.
2. Students who transfer from the program and then wish to return are subject to all eligibility and enrollment criteria.
3. This form is only to be used for students requesting return to the neighborhood school. The form is not an enrollment application.
4. Parents do not need to complete a form during the first four weeks of school. They can return to the neighborhood school without approval.
5. **This form is not to be used as a school initiated form to transfer a student.** Schools needing to transfer to a school other than their neighborhood school must use the School Initiated Placement (SIP) process or apply for School Choice within allowable time periods.
6. Students who are enrolled in a Magnet, Voluntary Enrollment Exchange Program, Open Enrollment, or Program Improvement School Choice program are to remain in the program for each school year they begin, unless it is the first four weeks of the school year or the neighborhood school has room for the student. The only exception to the policy is:
 - Students who have moved out of the transportation pattern or have no transportation to school must be enrolled in the resident/neighborhood school.

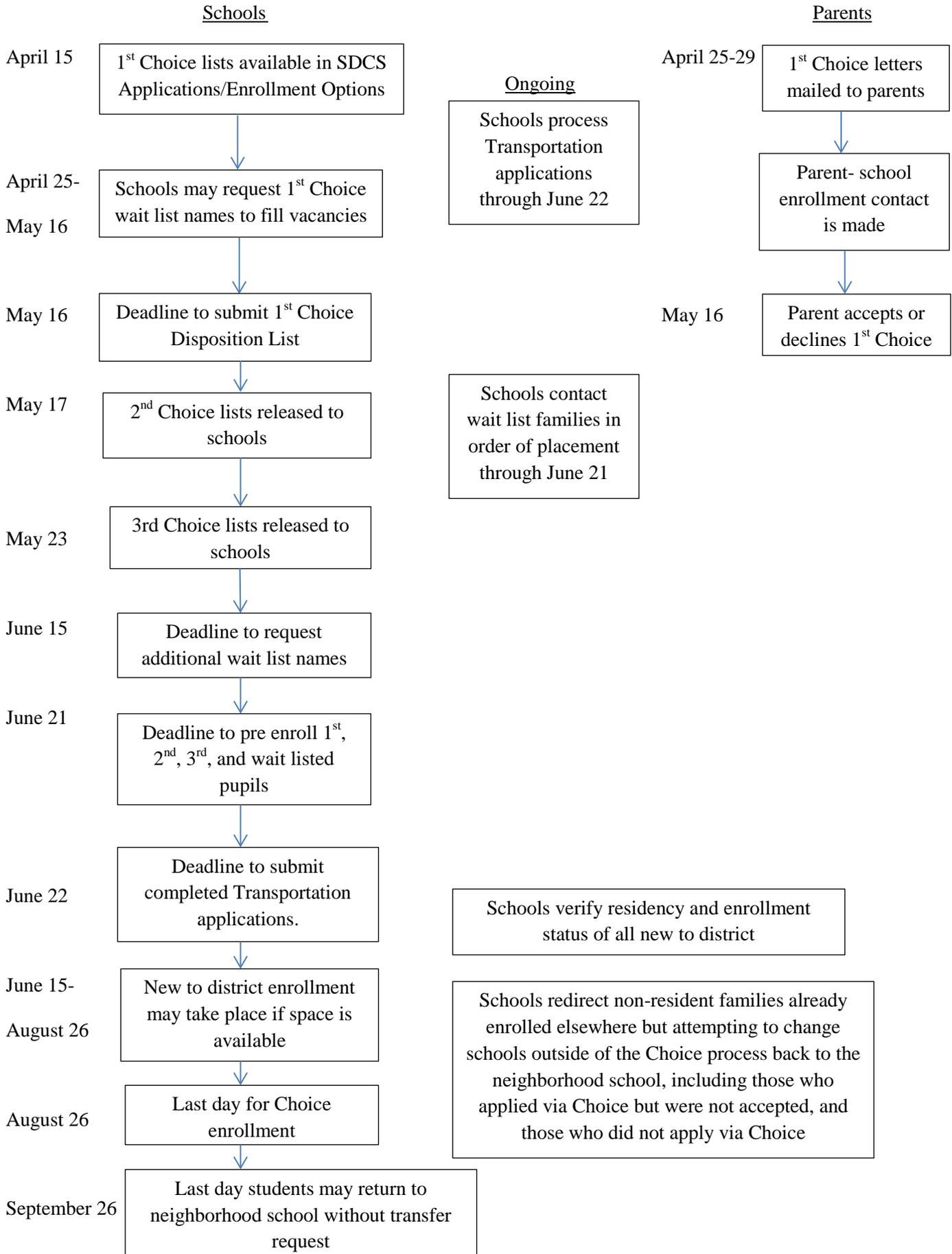
DIRECTIONS for Parents

1. Parent/Guardian completes Part A.
2. Submit the transfer form to the **student's neighborhood school. The student must remain in the current school until the transfer request has been approved.** If transfer request is not approved, the student must remain in the school until the end of the school year.

DIRECTIONS for Schools

1. Review Part A (completed by parent/guardian).
2. Principal of neighborhood school determines if space is available for the student to return and discusses with parent. If there is space, the administrator will approve and sign the form. If space is not available, the administrator disapproves the form. It is important that the current school is contacted to release the student before enrollment. Copies should be sent as directed on first page.

SCHOOL CHOICE ENROLLMENT TIMELINE 2016-17



ENROLLMENT OPTIONS INSTRUCTIONS FOR ACCESSING RANKED LISTING AND DISPOSITIONS FOR SCHOOL YEAR 2016-17

RANKED LISTING

First choice enrollment Ranked Listing reports will be available to all schools on April 15, 2016. School site staff can log in to the Enrollment Options Reports via SDCS Applications on a district computer.

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